

GWRJ Editorial Style Guide

Updated September 2014

Authors should follow the following conventions while preparing their articles for submission to the *Grassroots Writing Research Journal*.

Formatting

- Times New Roman, size 12 font, 1-inch margins
- Page number in the header, right aligned (no other information in the header)
- Indent each paragraph and double-space all text without additional spacing after paragraphs (Hint: click on “No Spacing” in the “Styles” toolbar in Microsoft Word)
- Order of the text:
 1. Title (centered, every major word capitalized, no other styling like bold or underline)
 2. Author’s name (centered)
 3. Abstract (left aligned and labeled as such for the typesetter)
 4. Body of article
 5. Endnotes, Works Cited, etc. (include a period after each citation)
 6. Author’s Bio (left aligned and labeled as such for the typesetter)
- Single space after periods; periods inside the quotation mark, e.g., He said, “No.”
- Standardize em dashes with no spaces before or after, e.g., Good idea—or so we thought.
- Use of oxford commas when appropriate.

Design

- Headers: All left aligned.
 - 1st level: Bold, every major word capitalized
 - 2nd level: Italicized, every major word capitalized
- Use a “call-out box” to comment upon the text, if desired (Hint: highlight the text, go to the “Review” tab, and then click “New Comment”)
- Format textual excerpts by indenting them 1”. Textual excerpts include long quotations from another source and may or may not include new material by the author, depending on the article.
- Lists and other visual elements can be separated into boxes or columns if it looks cleaner.
- Sidebars are an option for commentary-type ideas that might interrupt the narrative of the article.

Citation

- Although the journal does not require any particular citation style, authors must give credit to any sources referenced, quoted, or paraphrased within the article.
- Authors can choose MLA, APA, Chicago, or Endnotes (but not Footnotes) to cite sources. When one citation style is selected, it must be consistent throughout.
- Authors must provide more than just a URL (it should indicate who wrote or published the source, the name of the website, date, etc.).

Images

- In the Word document itself, label each image Figure 1, Figure 2, etc. with brief explanatory captions with every major word capitalized in the label,
 - Figure 1: Title with Capitals (capitalize figure, use a number, colon with one space, capitalize major words unless it is a sentence, then use typical capitalization and a period)

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- Try to indicate visually in the text (or with notes to the editors/typesetter) whether the image should be printed the entire width of text (for larger images or ones that have text, for example) versus images that can be printed smaller and halfway in the margin of the page.
- The images need to be prepared by reformatting them into Grayscale and 300dpi resolution.
- Author bio photos should be grayscale and 300dpi and also standardized (resized or cropped) to be 2 inches in height and no more than 2 inches in width.
- Editors can work with authors to improve images resolution, which may include re-doing screenshots or converting Word files to high-resolution .pdfs instead of screenshots, etc.

Other Consistency Concerns

- Use the oxford comma
- Write out numbers less than 100
- Do not capitalize mother or father (mom or dad) unless specifically referencing a person (aka, my Mom went to the store)
- Please use “cultural-historical activity theory” (single dash between cultural-historical, no capitalization, historical (not historic))
- Single space after a period and colon
- Watch for the dashes—which should not be two dashes, but the combined double dash that MS Word reformats
- Make sure quotations use the “smart” quotations (curved in around the text) instead of the straight lines (uncurved)
- Punctuation after the parentheses (except in very special cases)
- Ellipses should have spaces like this “blog . . . at”